

Approved: March 27, 2025  
Resolution No. 25-26

- A. Accrual of Sick Time. Effective the employee's first date of employment or February 21, 2025, whichever is later, all part-time, temporary, and seasonal employees will accrue paid sick leave time at one (1) hour for every thirty (30) hours worked, not including hours used as paid time off. Full-time at-will employees will accrue sick time as stated in the Ogemaw County Personnel Manual (Policy 101). Employees represented by a Union shall accrue sick time as stated in their respective collective bargaining agreements.
- B. Use of Sick Time. Employees may begin using their accrued leave time as it accrues. Employees who are exempt from the overtime pay requirements of the Fair Labor Standards Act, 29 USC 213(a)(1), are assumed to work forty (40) hours per week unless the employee's normal work week is less than forty (40) hours, in which case earned sick leave time accrues based upon that normal work week. Employees may use up to a maximum of seventy-two (72) hours of paid accrued paid sick leave per year. Earned paid sick leave time may be used in 15-minute increments.

Employees may use paid sick leave for any of the following reasons:

1. when time off from work is needed for personal or a family member's illness, injury or health condition;
2. for various reasons in the event the employee or employee's family member is a victim of domestic violence or sexual abuse (*i.e.*, counseling, attendance at criminal proceedings, to relocate);
3. for meetings at a child's school or place of care related to the child's health, disability or effects of domestic violence or sexual assault on the child; or
4. in cases of public health emergency where a public health official has:
  - a. closed Employer's office;
  - b. closed the school of the employee's child who needs home care; or
  - c. determined that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

For purposes of this policy, a family member includes:

1. a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner or a child to whom the employee stands in loco parentis;
  2. a biological parent, foster parent, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child;
  3. a person to whom the employee is legally married under the laws of any state or domestic partner;
  4. a grandparent;
  5. a grandchild;
  6. a biological, foster or adopted sibling; and
  7. any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
- C. Approval to Use Sick Time. The use of paid sick leave must be approved by the employee's supervisor or office manager. An employee requesting paid sick leave should complete and submit a paid sick leave form at least seven (7) days' prior to the first day of sick leave. If the need for sick leave is not foreseeable, an employee must give notice of the need for such sick leave as soon as practicable. If the employee's absence due to illness or injury exceeds the amount of accrued paid sick leave, the employee must seek and obtain approval for other leave such as Family Medical Leave or vacation time.
- D. Sick Time Carryover. Earned but unused paid sick leave may be carried over from one year to the next, limited to seventy-two (72) hours. For purposes of this Policy, a "year" runs from October 1 to September 30.
- E. Documentation Regarding Use of More Than Three Consecutive Days Used. For earned paid sick leave time of more than three (3) consecutive days, the Employer may require reasonable documentation demonstrating that the earned paid sick leave time has been used for an above-stated purpose. Upon request, an employee shall provide the documentation to the Employer within fifteen (15) days of the request. Documentation signed by a health care professional indicating that earned sick time is necessary is reasonable documentation for purposes of this subsection. Documentation providing details of the nature of the illness is not required. However, any employee found to use sick leave for a purpose other than a purpose allowed in this policy will be subject to disciplinary action.
1. Domestic Violence. In cases of domestic violence or sexual assault, one of the following types of documentation selected by the employee shall be considered reasonable documentation: (a) a police report indicating that the employee or the employee's family member was a victim of domestic violence or sexual assault; (b) a signed statement from a victim and witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization; or (c) a court document indicating

that the employee or employee's family member is involved in legal action related to domestic violence or sexual assault. The Employer shall not require documentation explaining the details of the violence.

2. Costs and Confidentiality. In cases where documentation is requested, the Employer shall pay any out-of-pocket costs incurred by the employee in obtaining the documentation. All documentation received by the Employer pursuant to this Policy shall be kept confidential and shall not be disclosed except to the employee or with the employee's permission.
- F. Rate of Pay. Paid sick leave is paid at the employee's regular rate of pay. Payments of paid sick leave shall not exceed the employee's normal straight time hourly, daily, or weekly earnings. If any employee is paid for sick leave which is subsequently denied, the overpayment may, as permitted by law, be deducted from the employee's next paycheck and/or future paychecks.
- G. Unused Sick Time. Any employee who voluntarily quits and has given twenty-one (21) days' notice shall be paid for all unused accrued sick leave at ½ of their hourly rate of pay. No payment shall be made in the event of involuntary termination. It shall also be the policy to pay ½ the hourly rate of the employee in September of each year, for all accumulated unused sick days earned in excess of 72 hours.
- H. Retaliation Prohibited. Retaliatory actions against an employee for requesting or using paid sick leave time is prohibited. If an employee believes that the Employer has violated this Policy, that employee may file a complaint with the Michigan Department of Labor & Economic Opportunity.
- I. Questions. Questions regarding this policy may be directed to the County Administrator/Controller.